

**TOWN OF UNDERHILL  
SELECTBOARD REGULAR MEETING MINUTES  
Underhill Town Hall  
Tuesday, July 2, 2019, 4:00 p.m.**

**Selectboard:** Pat Sabalis, Dan Steinbauer and Bob Stone

**Town Staff:** Sherri Morin, Kermit Blaisdell and Brian Bigelow

**Public:** Ruth Miller (MMCTV), Tom Fetters, Kurt Johnson, Chris Poley, Peter Danforth, Ruth Machell Julianelle, Tony Julianelle, Peter Bennett, Tim Pedrotty, Georganne Pedrotty, Jim Neeson, Chris Whelan, Archer Whelan, Anne Hawley, Richard Hawley, Nancy Berry, Ron Berry, Francine Mellott, Michael Mellott, Thom Hartswick, Roger Frey, Trudi Frey, Karen Neeson, Owen Lister, Karen McKnight, Audrey Monroe, Frank Moser, Linda Barton, Susan Thomas, Steve Barton, Adrie Kusserow, Sue Kusserow, Mary Dolan and Brian Monroe

**4:03 p.m. Call to order, adjustments to agenda.** Meeting called to order by Pat Sabalis. No adjustments to agenda.

**4:04 p.m. First Public Comment Period.** Kurt Johnson, Highways, Infrastructure and Equipment Committee (HIEC) relayed that they had contacted Engineers' Construction and they would not do Bridge 8 repairs this Fall.

**4:05 p.m. FY2020 Tax Rate, Fee Schedule.** Town Clerk Sherri Morin provided tentative FY2020 Tax Rate Information and copy of FY2019 information as a comparison. Town Clerk and Selectboard discussed FY2020 Tax Rate status and timing. State Education figures are not available yet for the towns in the Chittenden East Supervisory Union. They are anticipated to be available next week.

Fee Schedule discussion ensued between Selectboard and staff. Memorandum from Town Clerk and Planning Director reviewed. Increased fees for recording and vault time reflect statutory increases designed to fund land records preservation. Recommended increases for unfinished space and for Subdivision Amendments. Recommendations are respectively to collect fees equitably and to reflect the required time to review and process.

Pat Sabalis moved to amend the Underhill Fee Schedule to be consistent with state statute and to approve staff recommendations. Dan Steinbauer seconded and the motion passed 2-1 with Bob Stone voting against.

**4:18 p.m. Town Policy Review. Review of draft revisions to Capital Program & Budget and Accounting, Auditing & Financial Reporting.** Planning Director requested that the review of the Capital Program & Budget Policy be delayed so he can spend additional time confirming consistency with statute. Consensus of Selectboard to defer at this time. Staff and Selectboard identified minor changes to be included in the Accounting, Auditing, and Financial Reporting Policy. By consensus the proposed amendments were approved. Staff to modify and prepare for signature.

Revised Selectboard Rules of Procedure discussed and final decisions made. Modifications to draft Public Records Policy and Review of Facilities Rental Policy were as per June 18, 2019 meeting.

Pat Sabalis moved the Selectboard approve the revised 2019 Rules of Procedure. Dan Steinbauer seconded and the motion passed 3-0.

Pat Sabalis moved the Selectboard approve the revised Facility Use Policy. Dan Steinbauer seconded and the motion passed 3-0.

Pat Sabalis moved the Selectboard adopt a Public Record Inspection, Copying and Transmission Policy. Dan Steinbauer seconded and the motion passed 3-0.

**4:28 p.m. Beartown Road Neighbors, Gravel Pit Discussion.** Chair reviewed Selectboard Rules of Procedure related to public participation. Area residents spoke to their concerns about the investigations into reopening the former Town and Lamphere gravel pits. In addition five emails had been provided for review prior to meeting. Chris Whelan advised that area residents have reached a purchase and sales agreement with Pat Lamphere for the property at BE116. Areas of concern identified were: impact on property values - Jim Neeson provided a revised handout related to impacts on property in the area of quarries, other sources of gravel, inconsistency with Town Plan, truck traffic, quality of life, noise, Act 250 and legal challenges. Kurt Johnson, HIEC spoke to the proposal not being a commercial operation and that property value discussions over rely on a one sided report. A link to that assessment to be uploaded to the Town website.

**4:54 p.m. New Business:**

**Draft Retention Basin Invitation to Bid.** Draft Invitation to Bid reviewed by Selectboard and staff. Consensus of Selectboard to proceed and have staff advertise.

**VTrans/DEC 2019 Town Road & Bridge Standards.** New version of Town Road & Bridge Standards developed by VTrans and VT Agency of Natural Resources to incorporate the Stormwater requirements of the later. Reviewed by Selectboard and staff. Input from Road Foreman to be sought and have additional discussion July 18, 2019.

**Better Roads Grant Agreement.** Standard Grant Agreement received from VTrans for a Better Roads grant award (\$16,269) for Stormwater improvements on Beartown Road. Consensus of Selectboard is to have Chair sign.

**5:00 Town Assessor. Contract and Personnel**

Pat Sabalis moved that the Selectboard enter Executive Session with Town Assessor Kermit Blaisdell under: 1 VSA §313 (a)(3) Appointment or employment or evaluation of a public officer or employee. Dan Steinbauer seconded and the motion passed by a vote of 3-0.

The Selectboard exited Executive Session at 5:29. No Action taken as result of Executive Session. Selectboard to monitor similar positions.

Pat Sabalis moved the Chair be authorized to sign contract with Vermont Appraisal Company for Assessing services. Dan Steinbauer seconded and the motion passed 3-0.

**5:27 p.m. Warrants and Minutes.** By consensus the Board reviewed and signed current warrants.

Pat Sabalis moved to approve the minutes of the June 18, 2019 Special Meeting of the Selectboard. Bob Stone seconded and the motion passed by a vote of 3-0.

**5:31 p.m. Member Items, Correspondence, Announcements, Schedule:** Notice made of the next Regular Selectboard meeting scheduled for July 18, 2019. A Special Meeting to be held on Thursday July 11 at 7:00 AM to set FY2020 Tax Rate.

**Correspondence.** Notice made of receipt of:

- Andrew Strniste memorandum of June 28, 2019 advising the Selectboard of the intent of the Underhill Planning Commission (UPC) to apply for a Municipal Planning Grant from the Vermont Department of Housing & Community Development (VT DHCD) for a multi-unit/affordable housing feasibility study. These grants will have a 10% local match, with a \$2,200 maximum, and application will be due September 30, 2019. The UPC will forward additional information as they get closer to making application.
- Andrew Strniste memorandum of June 28, 2019 seeking input from the Selectboard advising the UPC of capital expenditures proposed for the Town Hall's "Great Room". Information is required for the UPC to meet their obligations in preparation of the Capital Improvement Plan. Rick Heh has volunteered to take lead. Historic designation application to be considered.
- Andrew Strniste memorandum of June 24, 2019 advising the Selectboard of issuance of a Temporary Access Permit at PV139 (Friedman). Temporary Access to expire August 31, 2019.
- Letter from Vermont Land Trust (VLT) advising the Selectboard of a rescheduling of the Vermont Housing & Conservation Board (VHCB) meeting where the VHCB will consider the Grant application related to Tomasi Meadow.
- June 20, 2019 email from Business Resource Services (BRS) regarding discontinuation of Association Health Plans. The Town will have to seek alternative coverage for Plan Year 2020.

**Member Items.**

Bob Stone moved the Selectboard approve an across the board 2% salary increase for all active fulltime municipal employees effective July 1, 2019. Pat Sabalis seconded and the motion passed 3-0.

**5:46 p.m. Second Public Comment Period.** None.

**5:47 p.m. Executive Session.**

Pat Sabalis moved that the Selectboard find that premature general public knowledge of the review of proposed contract between the Town of Underhill and Green Lantern Group would clearly place the Town at a substantial disadvantage in negotiations. Bob Stone seconded and the motion passed by a vote of 3-0.

Pat Sabalis moved that the Selectboard enter Executive Session with the Town Administrator and Town Attorney (via telephone) to discuss the proposed Solar Array contract under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. Bob Stone seconded and the motion passed by a vote of 3-0.

At 6:52 p.m. Pat Sabalis moved to exit the Executive Session. Dan Steinbauer seconded and the motion passed 3-0.

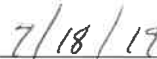
As a result of the Executive Session the Town Attorney will revise comments into a new redline draft to share with Green Lantern Group.

**6:54 p.m. Adjournment:** On a motion made by Pat Sabalis and seconded by Bob Stone the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

  
Pat Sabalis, Chair

  
Date